CALIFORNIA PUBLIC UTILITIES COMMISSION
CAREER EXECUTIVE ASSIGNMENT
EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA PUBLIC UTILITIES COMMISSION	**RELEASE DATE:**	Monday, April 5, 2010
POSITION TITLE:	CEA II - CHIEF TECHNOLOGY OFFICER, INFORMATION TECHNOLOGY & MANAGEMENT SERVICES DIVISION	**FINAL FILING DATE:**	Tuesday, April 20, 2010 *or until filled*
CEA LEVEL:	CEA 2	**EXTENDED FINAL FILING DATE:**	
SALARY RANGE:	$ 7,815.00 - $ 8,616.00 / Month	**BULLETIN ID:**	04052010_3

POSITION DESCRIPTION
Under the general direction of the Director of Information Technology and Management Services Division (IMSD), the Chief Technology Officer (CTO) manages all Commission information technology and the Information Services Branch. The Director of IMSD is the Chief Information Officer of the Commission and the CTO will be required to act on the Director/CIO's behalf periodically. The CTO is responsible for the overall direction, administration, and support of Information Technology (IT) Services on a statewide basis and performs the following duties in support of staff and management of the California Public Utilities Commission (CPUC). The CTO serves as the Commission's technical and operational advisor of information technologies and the development of new information services; acts as chief consultant on all information services issues to regulatory executives and staff; maintains an integrated network of information resources; facilitates long range strategic planning with Commission management and advises the CIO and executive management on the impact of information technology and services on Commission policies and programs; consults on relevant legislative proposals and other external actions; ensures Commission compliance with all state laws, rules, and policies applicable to information technology and telecommunications (State Administrative Manual, Office of Information Technology, Department of General Services), and; acts as the Commission's most senior technical consultant on issues related to information technology operations, procurement, and security.

MINIMUM QUALIFICATIONS
Applicants must meet the following minimum qualifications:

Either I
Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

> (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

> (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

> **CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

> **CEA Levels 2 and 3.** Broad administrative or program manager experience with

substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Candidates should have demonstrated extensive managerial experience; college graduation with a Bachelor's degree in information technology, computer science, information systems, or a closely related field; and progressively responsible professional experience in information technology operations for a private or public organization.

Knowledge of: • The state's process of approval and funding of Information Technology (IT) projects • The state procurement process as they relate to IT (RFP, RFO, RFI, CMAS, MSA, CSSI) • Budgeting for IT desktop and backoffice hardware and software, maintenance, and operations, and services provided by the State Office of Technology Services • Information Technology Operations, including Data Center • Enterprise Architecture • Application development methodologies and the systems development life cycle (SDLC) • Network infrastructure (file servers, application servers, web servers, storage subsystems, firewalls, network hardware, security hardware and software) • Customer-service focused technical support capability for a medium sized enterprise • Virtualization • Cloud Computing • Service Oriented Architecture • Business Process Management • Project Management • Emerging technologies and their implications for the future • The State Office of the Chief Information Officer's strategies and plans • Common desktop hardware and software products

Ability to: • Plan, organize, motivate and direct the work of multi-disciplinary technical staff • Gain the confidence and support of top level administrators and advise them on both policy and technical matters • Read and understand complex technical information • Present technical information to a non-technical audience effectively • Prepare and administer an Information Technology (IT) budget • Direct the development of FSRs, SPRs, BCPs, RFPs, and other IT reporting requirements as specified in the State Administrative Manual (SAM) • Manage small to medium sized IT projects • Prepare clear and concise issue memos • Identify staff development needs and obtain funding to satisfy these needs • Lead and motivate technical staff to provide excellent service and support

Have: • Strong leadership skills, political astuteness, and supervisory or management experience. • Knowledge of effective change management, planning, organizing, directing and engaging staff. • Excellent written and oral communication skills. • Strong interpersonal, team building, and customer service skills. • Experience collecting and using data to drive management decisions. • Excellent analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective actions • Flexibility and willingness to thrive in an environment of change.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA II - CHIEF TECHNOLOGY OFFICER, INFORMATION TECHNOLOGY & MANAGEMENT SERVICES DIVISION**, with the **CALIFORNIA PUBLIC UTILITIES COMMISSION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a Statement of Qualifications weighted pass/fail and an interview weighted 100%. Only those candidates who receive a passing score on their Statement of Qualifications will be scheduled for the interview. In order to obtain a position on the eligibility list, a candidate must attain a minimum rating of 70%. Candidates will be notified in writing of their examination results. The eligibility list resulting from this examination will be used only to fill this position. Results from this examination will not be used to fill any other CEA positions or future vacancies for this position.

FILING INSTRUCTIONS
Interested applicants must apply online at: http://www.cpuc.ca.gov/PUC/jobs/

No paper applications will be accepted.

Applicants must also provide a "Statement of Qualifications" not to exceed six (6) pages (minimum 11 point font size) that responds to the following questions. The content of the SOQ should demonstrate the candidate's ability to serve as the Chief Technology Officer. The SOQ will be rated on the content of your responses as well as your written communications skills. If your statement exceeds 6 pages, only the first six pages will be evaluated. Applicants who do not submit a completed SOQ with their application packet will not be given further consideration.

1. Based on the "Desirable Qualifications" section, describe how your education, experience and qualifications would make you successful in the job of the CTO. 2. Describe your IT experience that demonstrates your ability to maintain good relationships with a diverse (all program/operational/administrative levels/technical and non-technical) customer base in a complex environment. Please also include your perspectives on IT user support, training, and development. 3. Describe an IT project you've managed including: a) number of team members on project; b) work with vendors, agencies and the public; c) level of responsibility; d) degree of autonomy; e) project outcome (specifically list two or more successes and two or more failures); and f) what you learned from the experience. 4. Describe your experience in the preparation, development, and management of IT budgets. Specifically, describe the methodology used to make decisions and manage them, your role and responsibilities, staff and their responsibilities, evaluation and monitoring, and effective controls. 5. Describe your experience in the management of IT programs or branches. Specifically, describe your approach in maintaining accountability, initiation/development/ implementation of policies, process improvement, and effective internal controls. Please also describe your approach to decision-making within the program or branch. 6. Information technology managers always need to keep an eye toward the future. Explain your vision of an ideal IT environment. Explain how you have kept up-to-date with current and emerging technologies. Also explain any experience you have with emerging technologies.

Please note that all information provided is subject to verification. For each of the topic areas discussed in the SOQ, please include the name(s) and phone number(s) of supervisor(s) and/or manager(s) who are knowledgeable with your work and may be contacted for verification.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not to exceed six (6) pages (minimum 11 point font size) that corresponds to the questions under the Filing Instructions section.

Applications must be submitted by the final filing date to:

CALIFORNIA PUBLIC UTILITIES COMMISSION, HUMAN RESOURCES
ONLINE EMPLOYMENT CENTER, WEBSITE, - -
- - | (800) 555-7809 | http://www.cpuc.ca.gov/PUC/jobs/

ADDITIONAL INFORMATION
Questions concerning this position should be directed to Ravi Subramanian, Director of Information Technology and Management Services Division, at 415-703-2163 or e-mail at ravi.subramanian@cpuc.ca.gov.

SPECIAL TESTING
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION
If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA PUBLIC UTILITIES COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt